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January 14, 1986

CIA  
DDS&T  
Washington, DC 20505

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Dear

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The purpose of this letter is to convey my appreciation for the professional approach to training your office has taken, and particularly the work being done by [redacted] As you know, [redacted] is the course coordinator for the Briefing Technical Material course which I teach for DDS&T. In my 14 years as a trainer/consultant in the Washington, DC area, I have never worked with a more professional person and program.

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The logistical support [redacted] provides is always timely and well organized. I never have to worry about anything not being taken care of when I arrive to conduct my course. [redacted] organizational skills are superb. She's able to see what needs to be done and takes the initiative to deal, in a very professional manner, with whatever issue that comes up.

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The characteristic which is so impressive about [redacted] is her high standards for excellence. She is one of the most conscientious professionals I have ever worked with. She expects high quality, and that expectation, I'm sure has a positive impact on all who work with her. It is particularly apparent by the feedback she gives to the participants in the course. Her observations have been extremely helpful to them. Her feedback has also been helpful to me. Her suggestions are always insightful and have contributed in making the course the success it has been.

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It is a real pleasure to write this letter. [redacted] is an outstanding professional that DDS&T can be proud and fortunate to have.

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